

### Specific Procedures Retailer and Vending Machine Compliance Checks

1. Plan the dates and times your team will conduct the surveys.
2. Be sure to thoroughly train the youth inspectors, and prepare them to respond to the possible scenarios they may encounter.
3. Effective September 1, 2006, 236 Public Act 2006 amended Michigan's Youth Tobacco Act, MCL 722.641 et al, to permit youth to participate in compliance checks for the purpose of satisfying federal Substance Abuse Block Grant Youth Tobacco Access requirements when these are conducted under the direction of a CA and with the prior approval of the state police or a local policing agency. To review the entire amendment, go to: <http://www.legislature.mi.gov/documents/2005-2006/publicact/htm/2006-PA-0236.htm>.
4. Each team will be given a list of selected outlets. To avoid unnecessary travel, the coordinator of the project should call all outlets on the list several days prior to the compliance checks to determine if the outlet is still in business and sells tobacco products.
5. In order to maintain the integrity of the sample design, surveys of all outlets must be attempted. If a compliance check cannot be completed, note the appropriate reason on the form. **All outlets on the list must be visited and the compliance check report form filled out and returned.** Also correct any misspellings, incorrect addresses or business
7. When initiating the compliance check, the youth inspector may ask for any brand of cigarettes that he/she would prefer, but they must restrict their request to cigarettes. The youth inspectors cannot ask for chew, cigars, bedes, etc.
8. For FFY 15 all surveys must be completed by **March 15, 2014**. **If the 15<sup>th</sup> is on a weekend, the deadline is the last working day prior to the 15<sup>th</sup>. The deadline for survey submission to the Office of Recovery Oriented Systems of Care (OROSC) is March 21<sup>st</sup>. If the 21<sup>st</sup> is on a weekend or holiday, the deadline is the last working day prior to the 21<sup>st</sup>.**
9. Fill out the report forms completely for each compliance check conducted. When all outlets on the list have been visited, collect the original report forms for all sites, either completed, or with the reason why not completed/checked. Upload the final Compliance Check Report into EGrAMS and mail all originals to:

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